





CITY OF BALTIMORE

Permit Office 200 Holliday Street Baltimore, Maryland 21202 Park Permits 410.396.7070|All Other Permits 410.396.1916

SPECIAL EVENT APPLICATION

- Applications must be submitted 75 days prior to the event. The earlier you apply, the lower the fee.
- · Organizers of new and large events should attend an interagency ICE meeting to coordinate City Services.
- Nonprofits must provide proof of status.

** REQUIRED: See Appendix on Page 9-10 for American with Disabilities Act (ADA) Accessibility Guidelines for Special Events.

FEES

Events in Right of Way

- \$80 nonrefundable application fee
- \$125 (6-8 weeks prior to the event)
- \$250 (4-6 weeks prior to the event)
- \$45 Fire Department Review Fee

Events in City Parks

- \$75 nonrefundable application fee
- \$100 late fee if less than 8 weeks
- Daily impact fee varies by location
- Security deposit varies by location

Organization name:			
Telephone:	Fax:		
Website:			
Address:			
Street Event organizer name:	City	State	Zip Code
Title:			
Telephone:	Fax:		
Cell Phone onsite during event hours			
Email Address:			
Address:			
Street	City	State	Zip Code
** NOTE: Non-profit must attach copy	of 501(c)3		
Event Name:			
Date: Location	on:		
Is this a park event? \square Yes \square No	If Yes, which park?		
Type of event (check all appropriate):			
☐ Assembly ☐ Entertainment ☐ Concert ☐ Environmental Festiv ☐ Leafleting ☐ Educational ☐ Festival ☐ Other (please descril	☐ Rally [Solicitation (dona Solicitation (petit Walk-a-thon*	•
REQUIRED: A copy of your proposed r must be attached to this application.	oute and/or map including asse	mbly and disbandi	ng area
Purpose of this event (attach agenda of a	activities if desired):		
Office Use Only: Date Received Deposit	Application Fee _ Application Numb	Event Fee per	Security

NO RAIN DATES

Activities	Starting Date(s)	Ending Date(s)	Starting Time	Ending Time
Setup Date(s)				
Actual Date(s)				
Breakdown Dates(s)				
**NOTE: Not more tha	n five event dates (c	onsecutive or nonco	- nsecutive) per applic	ation or location.
Please list the name (a				
of pavilions, gazebos,				
or parmons, gazesos,	or specific area info	macion for any even	u	
Mell III				
Will any public street(s)				es 🗌 No
Please describe request	ed street closures			
Is your event open to th	e general public?		□ Ye	es □ No
Is this the first time you		at this location?	 □ Ye	es 🗌 No
If this is not a new even	t, how does it differ fr	rom previous years? _		
For new events: total nu	ımber of expected par	ticipants (volunteers,	walkers, etc.) and spe	ctators
anticipated:	Dail	у	Overall Total _	
If applicable: Attendance	e totals for last event:			
	Dail	У	Overall Total _	
FUNDING	asaiyad any aytsida fi	unding or choncorchin	for this avant? Va	s 🗆 No
Has your organization re If yes, please explain in			rior this event?	2 🔲 INO
ii yes, picase explain iii	detaii.			
PUBLICITY 🖶				
How do you plan to pub	licize this proposed e	vent (if available, atta	ch a copy of publicity	plan or flyer)?
— Will any signs, banners (or flyers be hung or p	osted (other than on s	tages/booths)?	Yes 🗌 No
Please describe the prop				
_				
**NOTE: It is a violation markers, notices, or ba			hang in any mannei	r, directional
EQUIPMENT 🐱 Do you plan to erect ter	mnorary structures su	ich as stades tents di	isplays fences etc?	□ Yes □ No
If you would like City O				

2 | P a g e

Updated 1/29/2013

providing. Stages: ___ Displays: ___ Tent: _____ Booths/Other: _____ If a tent(s) will be erected: Name of Tent Company: _____ Telephone: ______ Contact person: ______Title: _____ If fencing will be erected: Name of Fence Company: _____ Telephone: ______ Address: ___ Contact person: ___ Title: List proposed dates for fencing construction and breakdown: Construction ____ Breakdown ___ REQUIRED: A site plan and/or drawing indicating the location of the items listed below: **NOTE: If a tent is over 400 square feet, please contact the Department of Housing and Community Development, Building Inspections, at 410.396.3470 for a permit. Will any type of sound amplifying equipment or devices be used? ☐ Yes ☐ No If yes, please list the type of equipment and wattage: **NOTE: You must comply with all Baltimore City ordinances regarding acceptable noise levels. Sound and/or noise levels must not disturb visitors in the area or interfere with the normal operation of businesses in the vicinity. All music/amplified sound must end at 9:00 p.m. Please complete the Application for Temporary Noise Exemption. Are you providing a generator as a power source? □ Yes □ No Do you need the use of electricity (a fee may be assessed for this service)? If yes, and you would like the City to provide, please complete the Application for City Services and **Equipment.** If yes, and you are providing, please list operational needs: ____ ☐ No ☐ Yes Is a power source available at the proposed location? If yes, is access available or will it have to be turned on (please explain)? REQUIRED: Attach an electrical plan for your event. ☐ Yes ☐ No Do you plan to provide musical entertainment? If yes, please describe (big band, reggae, singer, etc.) and attach a copy of your program: ______ ☐ Yes ☐ No Do you plan to provide other entertainment? Updated 1/29/2013

3 | Page

and return it with this application. If you plan to bring equipment to your event, please fill out the information below. Please describe the size, number, capacity, etc. of the temporary structures you are

If yes, please describe or attach a copy of	your program:		
Do you plan to have animals on site?		☐ Yes	☐ No
**NOTE: This does not apply to "service work or perform tasks for the benefit of			lly trained to do
If yes, please list how many and the type o	of each animal		
You must also list provisions that have been	en made for animal c	are, containment and v	vaste removal.
Name of the Company:			
Address:			
Contact Person:		Title:	
**NOTE: Pony rides are not permitted in	n parks/plazas.		
Do you plan to have any amusement/mech Yes No If yes, please explain and provide the nam			
Name of the Amusement Company:			
Address:			
Contact Person:			
**Note: Any event with amusement/med required to provide proof of liability ins of Recreation and Parks, and employees document must be submitted to the BCF event—no exceptions. The certificate of insurance must state to and Employees of the City of Baltimore on (list event dates including starting so (insert event location)". Note: Your personance in the provided starting so the content of the provided starting so the content of the provided starting so the provided starting starting starting so the provided starting st	surance, naming the sof the City of Baltin RP Permits Office at the following: "The Name as additietup date through e	Mayor, the City Counnore as additional ins least one month prio Mayor and City Counc onal insured for (insending breakdown dat	cil, the Department sured. This r to the proposed il of Baltimore City, rt name of event) e) to be held at
not cover this. FINANCIAL TRANSACTIONS			
Will an admission, registration, or member	rship fee be charged?	☐ Yes	☐ No
If yes, please explain the type of fee, amou	unt, purpose, and par	ties that will receive th	e proceeds:
Will donations/contributions be accepted of the second of			□ No
List all parties who will receive the proceed		or contributions:	
**Note: If this event will generate proce nonprofit status (e.g.501(c)3 Tax- Exemp			

4 | P a g e

Updated 1/29/2013

and Taxation).			
Do you plan to have a money/prize wheel, raffle, If yes, list the type of activity and the licensee for			
**Note: A permit is required by law. Please co advance.	ntact BCPD at 410.396.	2130 at leas	t six weeks in
FOOD AND MERCHANDISE &			
A food permit will be required if food/refresh Temporary Food Permit can be found in our App website. Please contact BCHD Food Permits desk for all food/merchandise sold at public events. more information. All vendors are required by onsite during the event dates. Failure to produce will result in the immediate suspension/closure of	plication Packet on our of the cat 410.396.4544. MD Please contact the State of law to have proper lie or display proper perr	website or the State sales to se of MD Co censes and/	ne Health Department ax must be collected mptroller's Office for or permits displayed
Do you plan to sell, distribute/giveaway food/refr Yes (sell) Yes (distribute/giveaway)		andise?	
If yes, please explain:			
If yes for merchandise, how many tents or tables	will be setup?		
If yes for food/refreshments, how many tents or t REQUIRED: An attached list of your food and n	·	ith contact	information
REQUIRED. All attached list of your food and h	nerchandise vendors w	itii Contact	imormation.
Will gas grills, propane stoves, or similar devices	be used?	☐ Yes	☐ No
**Note: You must provide appropriate safety eground fires, and disposal of oil/grease onto Emust be kept and disposed of in a proper man grease/oil dumping.	Baltimore City property	are prohibi	ted. Grease/oil
Do you plan to serve or sell beer or wine?		☐ Yes	☐ No
If yes, please explain:			
**Note: A liquor license is required through th 410.396.4377. You must also arrange for on-d			
Events/Overtime Unit at 410.396.2597. The ned determined by a review of your Special Event a wine during the operational hours of your even	cessary number of offi application. The sale a	cers for you nd consump	r event will be tion of beer and/or
WASTE REMOVAL S			
If you would like City services or equipment, plea Equipment.	se fill out the Applicati	on for City S	ervices and
Portable Toilets			
How many portable toilets are you providing?	Accessi	ble portable	toilets?
Where will they be set up?			
REQUIRED: Attach a site plan showing portabl	e toilet location and la	bel the acce	ssible toilets.
Name of the Company:			_
Address:	Telep	hone:	
Contact Person:	Title:		
Delivery Date:	Removal Date:		

Updated 1/29/2013

Garbage/Refuse How do you plan to remove garbage/refuse?			
List the name and phone number for the person responsible for o	leanup	(cleanup com	mittee head).
Name	Teleph	none Number	
Do you require trash receptacles, dumpster(s) or load packer(s) fr	om the	City? \square Y	es 🗌 No
If yes, complete the Application for City Services and Equipmen	nt.		
REQUIRED: Attach a site plan for placement of trash receptace recycling bins.	les, du	mpsters, load	d packers and
** Note: Failure to properly clean site will result in loss of sec	urity d	eposit.	
PARKING AND TRAFFIC CONTROL (Each accessible parking servical sign displaying the accessibility symbol. Directional signs placed and give clear directions to the accessible parking lot/are	to the		
What is your plan to provide parking for event attendees?			
How many parking spaces are you providing?	Access	ible parking s	paces?
REQUIRED: Attach a site plan for parking including the acces	sible s	paces and rou	ute.
What is your plan to provide parking for volunteers, staff, VIP's do	uring th	e event?	
Provide copies of parking passes.			
What is your plan to provide accessible parking provisions?			
Who will be providing traffic control for parking and/or pedestria	n acces	s to your even	nt?
Name of Company providing traffic control:			
Address:	_ Telep	ohone:	
Contact Person:	_Title: _		
Will you be promoting public transportation access to your event Do you need information regarding public transportation access?			
SECURITY AND EMERGENCY PROVISIONS What are your plans for providing security and crowd control?			
Name of the Security Firm:			
Address:	_ Telep	ohone:	
Contact Person:	_Title: _		
What are your plans for providing emergency medical services?			
Please provide copies of security and EMS contracts and attach a	copy of	bonding and	insurance for each.
FIRE DEPARTMENT Test Inspection			
Tent Inspection Will you have tents?			Yes
Will any of the tents be 400sq. ft. or larger? If the answer to both of these questions is yes, the Fire Departm for fire safety and egress. There is a \$150.00 one-time inspection.		I need to insp	
the company supplying the tent will ensure this inspection occu to check and see if this is included in the tent vendor's responsi	rs. As t	he event coor	dinator, you need
Fire Marshall			

The Fire Marshall will review your maps and plans to make sure you have emergency access (20 feet wide). For certain events the Fire Marshall will attend and ensure requirements are being met. There is an hourly fee of \$55.00

Fire Inspection

All events must maintain access for emergency vehicles (20 feet clear) and may not block fire hydrants. Open burning is prohibited. Fire Department conditions may include the following (Fire Department staff will check the following additional requirements that will apply to this event).

- Must provide a portable fire extinguisher at each booth used for cooking. (2A-10BC for cooking and warming. Class K for deep fat fryers or any appliances using animal fat, vegetable oil or fat).
- Propane tanks must be properly secured.
- Must obtain a tent permit from the Fire Department, if over 400 square feet.
- Must provide a portable fire extinguisher
- Must provide a detailed floor plan of the tent showing the location of fire extinguishers, exit signs emergency lighting units.
- Must contact the public assembly office for final approval.

EMS Personnel

The Fire Department EMS personnel will work with you to determine the best way to handle emergency services.

services.	
Requesting Baltimore City provid This is a small event and we will Using private EMS or other Health If private EMS or other Health Services a Private Ambulance or Health Care Institution	n Services are to be provided, please fill out the information below. In (number and type of services)
Description of Service:	
Company Name:	
Address:	Telephone:
Contact Person:	ID Number:
What are your plans for providing emergenc	y medical services?

**Note: There is an hourly fee for Fire Department Services.

CONDITIONS OF YOUR APPLICATION

Submitting this SPECIAL EVENT application does not provide permission to conduct your planned event. If the date(s) and/or location(s) requested is not available or if the location requested is not an approved site to conduct your proposed event, you will be contacted by the City and alternative arrangements will be suggested or made. Your confirmation will be in the form of a PERMIT, issued to the organization and/or person responsible for conducting the festival. Please do not send out notices, publicity, flyers, and other media prior to receiving confirmation.

If this event will generate proceeds, funds, or donations, you must provide proof of your organizations nonprofit status with this application (e.g. 501(c) 3) tax-exempt recognition from the Internal Revenue Service, MD State Department of Assessments and Taxation, or a copy of the page from the Baltimore City Community Organization Directory with your organization listed.

All fees, security deposits, agency reimbursement costs (e.g. security, traffic control, electrical, cleanup, etc.), and/or additional documents (e.g. site plans, proof of liability insurance, nonprofit status, etc., if required), must be paid and/or received before your permit can be issued).

Return this application and all the items you have checked to:

DEPARTMENT OF GENERAL SERVICES,

1st Floor Permit Section 200 HOLLIDAY STREET BALTIMORE, MD 21202

Or

DEPARTMENT OF RECREATION AND PARKS
PERMIT OFFICE
3001 EAST DRIVE
BALTIMORE, MD 21217

Or

If your event is canceled or postponed, please notify the permit office immediately.
410.396.6003/6-7070
Monday through Friday
10:00 a.m. to 4:00 p.m.

Thank you for your permit application.
We look forward to working with you
To ensure your event's success

CANCELLATION/REFUND POLICY: Written notification of intent to cancel the event must be received in writing 30 days prior to the proposed event date(s) to be considered for a refund. It should be received by the Permit Office and will be accepted in person, by mail to the addresses above, by email to specialevents@baltimorecity.gov or mailed to the Permit Office, Lobby, 200 Holliday Street, Baltimore, MD 21202. For Park Permits email parkpermits@baltimorecity.gov or fax 410.662.7158.

PLEASE SIGN AND DATE

pertaining to permits.

I certify that all of the information included above or submitted under separate cover is true and accurate to the best of my knowledge.
 I read, understood, and agree to the Baltimore City Special Event Guidelines and any rules or regulations described in the documents or in my completed Special Event application.
 By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide

by the rules and regulations of the City of Baltimore, especially those rules and regulations

Applicant's Signature	 Date	

& Accessibility Guidelines for Special Events

The City of Baltimore is committed to providing equal access to permitted special events to people with disabilities. We require the event organizers to comply with the provisions of the Americans with Disabilities Act (ADA). The Americans with Disabilities Act 2010 Standards provide guidelines for such temporary events as festivals, parades, and concerts. When submitting your application please make sure you adhere to the guidelines below.

PUBLICITY

If your event will be fully accessible integrate access symbols into the design of your ad, brochure, or flyer. When advertising your event, note wheelchair accessibility by using the wheelchair symbol, which indicates access for people with limited mobility. Use the symbol only if the facility and/or area are accessible to people using wheelchairs, including entrances, restrooms, assembly areas, etc. Other frequently used symbols include: access for individuals who are blind or have low vision, accessible parking, telephone typewriter (TTY), assistive listening systems, braille, volume-controlled phone, large print and info. If your event will be partially accessible because of site constraints only integrate the access symbols that apply. Access symbols can be found on the internet.





















SIGNAGE:

Clear, easy-to-read signs placed in consistent locations help visitors find their way around an event site and make choices regarding which activities or exhibits to attend. The international symbol for accessibility should be used on directional signage. **Refer to PUBLICITY section above.

ACCESSIBLE PUBLIC TRANSPORTATION:

All MTA services are accessible for individuals with disabilities. For more information on MTA Bus, Metro Subway, Light Rail or Mobility service, call 410-539-5000, 1-866-RIDE-MTA (toll-free), TTY 410-539-3497

PARKING AND TRAFFIC CONTROL

Accessible Parking Spaces: Use the table below to determine the required minimum number of spaces for your event based on the total spaces provided. When no on-site parking is provided, select the nearest possible parking area or garage and create accessible parking on an accessible route. If providing temporary parking in an unmarked area such as a field or blacktop you may designate accessible spaces by using traffic cones and temporary signage. Accessible parking must be within 200 feet of an accessible entrance.

Table 1			
Total Parking in Lot	Required Minimum Number of Accessible Spaces	Total Parking in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1	201 to 300	7
26 to 50	2	301 to 400	8
51 to 75	3	401 to 500	9
76 to 100	4	501 to 1000	2% of Total
100 to 150	5	1001 to Over	20+1 for Each 100 over 1000
151 to 200	6		

*Van spaces. For every six or fraction of six accessible parking spaces, at least one shall be a van-accessible parking space. 1 in every 6 accessible spaces, but never less than one, must be van accessible. Dimensions (all dimensions are minimums): Accessible parking spaces are eight (8) feet wide; van-accessible spaces are eleven (11) feet wide. Access aisles for either type of space are five (5) feet wide. These adjacent aisles, which can be shared between two spaces, provide room for individuals to deploy vehicle-mounted wheelchair lifts and/or unload and use mobility devices such as wheelchairs, walkers, etc. An alternate design allows a van-accessible space to be eight (8) feet wide if the adjacent access aisle is also eight (8) feet wide.

Access aisles must be marked (e.g., painted with hatch marks) to discourage parking in them. This is especially important where the alternate design is used and an access aisle at a van-accessible space is the same size as the space. The surface of accessible spaces and access aisles must be smooth, stable, and virtually level in all directions to ensure safe use for people with disabilities, including those who must load, unload, and use wheeled mobility devices.

ACCESSIBLE ROUTE:

An accessible route is a 36" path clear of all activities and exhibits from the accessible parking area to the accessible entrance. This means clearance from tables, display booths, etc. Accessible routes shall be clear of barriers, free of loose debris and protruding objects which are free standing or mounted to a fixed structure such as low hanging signs and newspaper dispensers.

ENTRANCES:

The entrance(s) should be barrier free with a minimum 32" opening. If a turnstile or revolving door is at the entrance, an alternate accessible route provided.

EQUIPMENT:

Stages: The stage is required to have direct access via a ramp if participants/spectators will be allowed on stage and if required by performers, speakers, etc. Stages over 6 inches require railing and edge protection. Stages provided by The City will be accessible. Tables: Provide 30" width tables for individual seating, 27 inches minimum knee clearance, and minimum 19 inches depth for dining and other activities; (BINGO, arts & crafts, etc.) See Table 2 below for quantity of tables required. Counters: A portion of the counter should be at least 36" wide and a maximum of 36" high. If accessible service counter/table is not provided, each vendor must offer to accommodate an individual by providing service in an alternate way. An example of an alternate way would be providing enough space beside the counter to pass items to customers who have difficulty reaching over a high counter. Tents: Guy wires should be located out of pedestrian pathways or have a detectable barrier or element such as a warning device such as sandbags. Seating: There should be an accessible seating area to accommodate a person(s) with the disability and their companion(s). The area should be 36" wide to accommodate the wheelchair. See Table 2 below for Number of Required Wheelchair locations; Cables, Wires, Other Equipment or Vehicles: Must not interfere with accessible routes or pose hazards to people with vision disabilities. Portable Assistive Listening Devices: Should be provided for special events such as a musical concert or seminar. (A portable assistive listening device is usually used as a system where the audio source is broadcast wirelessly over an FM frequency. The person who is listening may use a small FM Receiver to tune into the signal and listen at their preferred volume.)

Table 2	
Capacity of Seating in Assembly Areas	Number of Required Wheelchair Locations
4 to 25	1
26 to 50	2
51 to 300	4
301 to 500	6
Over 500	6, plus 1 additional space for each total seating capacity increase of 100

<u>SERVICE ANIMALS:</u> Service animals are allowed and must be under the control of their owners, on a leash and with the owner at all times. Disruptive or dangerous animals will be asked to leave the site.

<u>FINANCIAL TRANSACTIONS:</u> If you will be selling tickets for seating, you must provide a designated number of seating areas for guests with disabilities and their companion. See Table 2 above.

<u>FOOD AND MERCHANDISE</u>: Work with vendors to ensure that people with disabilities have access to food, drinks, merchandise, and services offered. Vendors should be advised to offer additional assistance to people with disabilities so they can participate equally. This generally involves only simple or minor procedural changes, such as bringing items to an interested individual from an inaccessible area. **Refer to EQUIPMENT section above for tables, counters & seating for eating.

WASTE REMOVAL

Portable Toilets: If one portable toilet is used, it must be ADA accessible. Where multiple single-user portable toilets are clustered at a single location, at least 5 percent of the toilet units at each cluster shall be required to be accessible. However if there are several clusters of toilets located throughout the event area at least one toilet must be accessible in each cluster. It is advised to locate the accessible toilets at the end of the clusters.

If food or beverages are available at the event, one portable toilet must be provided for every 125 people in attendance. If NO food or beverages are available, one portable toilet must be provided for every 250 people in attendance. Portable toilets must be fully accessible to persons with disabilities, in compliance with the Americans with Disabilities Act (ADA). Note: These services are not provided by the City of Baltimore. You are responsible for providing these services.

If you have any questions regarding the accessibility of your special event, please do not hesitate to contact Dr. Nollie P. Wood, Jr., Executive Director, Mayor's Commission on Disabilities. Please contact him via email at nollie.wood@baltimorecity.gov or phone at 443-984-3170.

ADA and ABA Accessibility Guidelines for Buildings and Facilities www.access-board.gov/ada-aba/final.cfm

ADA Guide for Small Businesses http://www.ada.gov/smbusgd.pdf

Americans with Disabilities Act - ADA HOME PAGE www.ada.gov

Department of Justice - ADA Title III High-lights http://www.ada.gov/t3hilght.htm

Federal Access Board www.access-board.gov/about.htm 10 | P a g e